

**Request For Proposals
Wellhead Protection Program
Financial Assistance for Local Wellhead Protection**

Nevada Division of Environmental Protection
Bureau of Water Pollution Control

RFP Release Date: February 5, 2002
Proposal Submission Deadline: April 5, 2002

This Request for Proposals consists of fourteen (14) pages.

1. Overview of Project

Approximately \$250,000 is available during this funding cycle (July 1, 2002 through June 30, 2003) to communities and water systems for the development of a State-endorsable Wellhead Protection Plan (WHPP), and for the implementation of Wellhead Protection Plans that have received State endorsement. No match funding is required. Money for this financial assistance program is provided by the United States Environmental Protection Agency (U.S. EPA) through the Drinking Water State Revolving Fund Set-Aside for Wellhead Protection. The program is administered by the Nevada Division of Environmental Protection, Bureau of Water Pollution Control.

Since Nevada's Wellhead Protection Program is voluntary, incentives are crucial to encouraging and enabling local entities to protect their ground water resources by managing potential sources of contamination. The goal of Nevada's Wellhead Protection Program is to enable every community in Nevada to implement a comprehensive local WHPP tailored especially for it. The first step is for a community to develop a WHPP. The next step is to implement the plan by managing potential sources of contamination identified in the plan. This financial assistance program will expedite WHPP development, and facilitate the management of potential sources of contamination.

In addition to this financial assistance program, communities have several types of assistance available to them for developing and executing local WHPPs:

- NDEP provides general program assistance for all elements of a WHPP and technical assistance with the delineation of wellhead protection areas.
- The Nevada Rural Water Association can provide “hands-on” assistance with plan development and implementation.
- The State Bureau of Health Protection Services has initiated contaminant source inventories and vulnerability assessments for many public water systems through its Source Water Assessment Program. This data is available from them.
- Communities developing Wellhead Protection Plans typically subcontract an environmental consultant to assist with organization, data gathering, and writing the plan.

A community may take advantage of any or all of these assistance programs.

A comprehensive local WHPP consists of seven elements:

- Formation of a WHPP team and assignment of duties;
- Delineation of wellhead protection areas;
- Inventory of potential sources of contamination;
- Development of strategies to manage potential sources of contamination;
- Contingency plans;
- Plans for new wells; and

- Public participation.

Through the efforts of the State Wellhead Protection Program at the NDEP, and the Vulnerability Assessment Program at the Nevada State Health Division, many public water systems (PWSs) have initiated the delineation and inventory elements. However, relatively few PWSs have developed a WHPP or taken the next step by beginning to manage identified potential sources of contamination. Potential contaminant source management is a critical step in reducing the threat of ground water contamination.

This financial assistance program is available to any of the following organizations: any subdivision of State government (i.e. town, general improvement district, city, county), any public water system, or any community organization. Funding has also been set aside by the U.S. Environmental Protection Agency, Region IX, specifically for the development of WHPPs by Native American tribes in Nevada. Tribes may apply for funding from both EPA Region IX in San Francisco, California, and from the State of Nevada Division of Environmental Protection. This RFP is for proposals submitted to the State. There is no deadline for tribes submitting proposals to the EPA.

If the community or entity proposing the project is not the local governmental body or the PWS, the proposal must demonstrate that the local governmental body or PWS supports the project and will actively participate. Communities that have received funding for initial development of a WHPP from NDEP or U.S. EPA in the past are not eligible for additional WHPP *development* funds (exception: protection of new wells installed after plan development), but are eligible for State funding to implement their plans if the plan has been endorsed by the State.

Funding will be provided through contracts with NDEP. The community or entity will accomplish the tasks described in a work plan that will be part of the contract, and NDEP will reimburse the community or entity for expenditures made while fulfilling these tasks. If a small community or entity demonstrates a cash flow hardship, advance funding may be negotiated.

2. Acronyms and Definitions

BWPC	Bureau of Water Pollution Control at NDEP
Division	Nevada Division of Environmental Protection
Evaluation Committee	A committee comprised solely of NDEP representatives established to review proposals submitted in response to this RFP, score the proposals, create a ranked list of proposals for plan development and plan implementation projects, and award contracts.
may	Indicates something that is not mandatory, but permissible.
must	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal.

NDEP	The Nevada Division of Environmental Protection
NSHD	Nevada State Health Division
PWS	Public Water System
RFP	Request for Proposal
should	Indicates something that is recommended, but not mandatory. If the respondent fails to provide the recommended information, the State may, at its sole discretion, ask the respondent to provide the information or evaluate the proposal without the information.
State	The State of Nevada and any agency identified herein.
subcontractor	A third party not directly employed by the responding organization, who will provide services identified in this RFP.
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Plan

3. Scope of WHPP Development Projects

3.1 WHPP Development Project Work plans

To be eligible for funding, the project work plan (work plan) must include project tasks that address all of the seven elements of a comprehensive WHPP as outlined in Section 3.1.1 below, and described in the *State of Nevada Wellhead Protection Program Guide* (Fourth Revision, January 2002) available from NDEP. The work plan must include a time estimate for completing each of the project tasks. The work plan also must include a general description of the water system's sources of water (i.e. wells and/or springs) and a brief statement about their degree of vulnerability to contamination. If the community or entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate.

3.1.1 Deliverables

The community must submit quarterly progress reports that briefly describe the work completed on the project during the quarter. Sixty days prior to the contract expiration date, the community or entity must submit a draft WHPP for review by NDEP. A final WHPP must be submitted to NDEP prior to the contract expiration date.

For a community WHPP to be endorsed by the State, the program must complete all seven

elements of an endorsable WHPP. However, the extent to which each of the seven elements must be addressed may vary from one community to another based upon population, number of wells, and resources. Required output to be submitted to the State for each element of an endorsable program are outlined below.

I. Formation of the Wellhead Protection Team

- Form the WHPP Team. Every effort should be made to include representatives of the public water system, city, county, State, and Federal land managers, and a representative from the Nevada Division of Environmental Protection (NDEP). Representation from the local governing body with land use zoning authority (city and/or county) is strongly recommended.
- Conduct meetings to outline the wellhead protection goals and define the responsibilities of each team member.
- Prepare a WHPP Team member list with mailing addresses, telephone numbers, and name of lead contact person.

II. Delineation of Wellhead Protection Areas (WHPAs) and Recharge Areas

- The modular semi-analytical model (WHPA, US EPA, 1991), or equivalent model must be used to delineate the wellhead protection area(s).
- Aquifer parameters to be used as model inputs must be derived from pump test data, or an equivalent approved by NDEP. A pump test is required for each general type of subsurface material screened by the water system wells (ie: basin-fill aquifer, carbonate rock aquifer, volcanic rock aquifer).
- Review references, well logs, pump test data, and available files (City, State, U.S.G.S.) and compile pertinent information and data for the wells, aquifers and springs.
- Outline the method, criteria, and threshold selected for the WHPAs and present the rationale for selection. The final WHP Plan must include maps delineating the WHPAs. Maps must clearly and accurately depict these features at a scale that is consistent with the community's base maps.
- In the text of the WHP Plan, identify the ground water recharge area(s) for the aquifers. In the appendix of the WHP Plan, include raw pump test data and field data sheets, and model assumptions and input data.
- Prepare poster-sized print(s) of WHPA maps. Display the poster in water system offices. Distribute posters to community planning agencies for display and education.

III. Inventory of Contamination Sources

- Perform an inventory of existing and potential contaminant sources within the WHPAs using available databases, such as records at the City, County, and State, and those observed during field activities. Listed sources should be ranked by estimated risk to ground water.
- Prepare a summary of data sources used to conduct contaminant source inventory.
- Prepare a map or maps that depict existing or potential contaminant sources as well as land uses that may pose a potential threat. The scale of this map should be consistent with existing base maps and other maps being developed.
- Prepare a map of current and proposed master plan and land use zoning designations.

- Develop a schedule for updating contaminant source inventories, with the name, address and telephone number of the responsible WHPP Team member.

IV. Selection and Implementation of Contaminant Source Management Strategies

- Develop and document selected management strategies (both regulatory and non-regulatory) to be implemented for protecting WHPAs from potential contaminant sources including implementation schedule and rationale. Non-industrial zoning for WHPAs is strongly encouraged.
- Compile documentation related to the management options, such as copies of proposed or enacted zoning changes, ordinances, design or operating standards, public education materials, etc.
- Provide name, address and telephone number of the WHPP Team member responsible for source management and strategy revision, and a tentative revision schedule.
- Develop a schedule for implementing management strategies.

V. Plans for New Well Siting

- Prepare a map or maps depicting sites of future wells and their WHPAs.
- Document rationale for site selection.
- Develop tentative schedules for putting wells in use.

VI. Contingency Plans

- Develop a contingency plan that identifies safe alternative sources of water, and includes plans for water rationing, water supply decontamination, and emergency response.
- The emergency response section must outline activities for the restoration of services in the contingency that an emergency, including power failure, mechanical or electrical failure, natural or man-induced disaster, or water main breaks, reduces or threatens water supply.
- The Contingency Plan must include the chain-of-command for personnel responsible for plan implementation.

VII. Public Participation/Education

- Propose public participation and education activities with implementation schedules. Development of a perennial groundwater presentation program for the community public schools is strongly encouraged.

OPTIONAL/SUGGESTED ACTIVITIES:

- Prepare mailings, advertisements and/or flyers for water users and businesses to encourage public participation and education.
- Develop wellhead protection messages to be included in water billings.
- Set appropriate wellhead protection signs at strategic locations.
- Present the WHPP at City Council meetings for assistance with land use zoning of WHPAs.
- Use State ground water protection logo and slogan: “Groundwater – protect it today, you may drink it tomorrow”. Logo and slogan available in electronic form from NDEP.

4. Scope of Wellhead Protection Implementation Projects

To be eligible for implementation project funding, communities or entities must have a State-endorsed WHPP. The tasks outlined in the implementation project proposal should be identified in the "Management Strategies" section of the WHPP. Eligible projects may include such activities as public education efforts, closure of unused and unplugged wells, and implementation of hazardous household product swap meets or collection days.

4.1 Potential Contaminant Source Management Project Work plans

Project work plans must reference the specific potential sources of contamination to be managed, describe the management activities to be conducted, and must include a schedule for completing each of the project tasks. If the community entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate.

4.1.1 Deliverables

The community must submit quarterly progress reports that briefly describe the work completed on the project during the quarter. Sixty days prior to the contract expiration date, the community or entity must submit to NDEP a draft Wellhead Protection Implementation Report that describes the management measures that were implemented. A final Implementation Report must be submitted to NDEP prior to the contract expiration date.

5. Proposal Submittal Instructions

5.1 Formal Question Procedure

The Bureau of Water Quality Planning will accept questions and/or comments in writing, received either by mail or facsimile, regarding this RFP as follows. Questions must be addressed to:

Nevada Division of Environmental Protection
Attn: Nevan Kane
333 West Nye Lane, Suite 138
Carson City, Nevada 89706-0851

or faxed to (775) 687-5856. The deadline for submitting questions is March 15, 2002 at 5:00 p.m., pacific standard time. NDEP will provide written responses to questions and/or comments via U.S. mail or facsimile to the contact person. Please provide organization name, address, phone and fax numbers, and contact person when submitting questions.

5.2 WHPP Proposal Requirements

5.2.1 Organizations shall submit one (1) original proposal marked "master" and one (1) identical copy to the address below.

Nevan Kane
Nevada Division of Environmental Protection
333 West Nye Lane, Suite 138
Carson City, Nevada 89706-0851

5.2.2 Proposals shall be in a sealed envelope or box clearly labeled "Financial Assistance for Local Wellhead Protection Proposal". The first page of the proposal must be a completed "Proposal Cover Page" (see Attachment A).

5.2.3 Proposals must be received by 5:00 p.m. pacific time, April 5, 2002. Proposals that do not arrive by this time and date **will not be accepted**. Organizations may submit their proposal any time prior to the above stated deadline.

5.2.4 If discrepancies are found between the two copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "master copy", the State may, at its sole discretion, select one copy to be used as the master copy.

5.2.5 Respondents to this RFP must provide an abstract that includes the organization's name, project title and project summary. The abstract should be no longer than half a page.

5.3 RFP Timeline

<u>Task</u>	<u>Date and Time</u>
Deadline for submitting questions	3/15/02 @ 5:00 p.m.
Deadline for submitting WHPP proposals	4/5/02 @ 5:00 p.m.
Proposal evaluation Period	4/6//02 - 4/26/02
Ranked list available (Begin negotiating contracts with top-ranked projects)	4/30/02

NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective contractors.

6. Proposal Evaluation and Award Process

6.1 Project proposals will be scored based on the criteria listed below. Community water systems and non-profit non-transient/non-community water systems will receive top priority for funding. At any point during the evaluation process, NDEP reserves the right to reject any proposal at its sole discretion.

6.2 WHPP Development Project Criteria

Proposals for WHPP development projects will be ranked according to the criteria listed below.

- Inclusion and level of involvement of various local government agencies and community groups.
- Plans to address all seven components of an endorsable WHPP as outlined in Section

3.1.1 above, and in the *State of Nevada Wellhead Protection Program Guide, Fourth Revision, January 2002* (available from NDEP).

- Evidence of ability and commitment to completing the project on time.
- Perceived vulnerability of wells to contamination.
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable).

6.3 Wellhead Protection Implementation Project Criteria

Proposals for the implementation of State-endorsed WHPPs will be considered for communities or entities that have a State-endorsed WHPP. These proposals will be ranked according to the criteria listed below.

- Consistency with endorsed WHPP.
- Evidence of ability and commitment to completing the project on time.
- Perceived vulnerability of wells to potential sources of contamination to be managed.
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable).

6.4 Proposal Scoring

Upon review of the submitted proposals by the evaluation committee, two categories of projects will be scored and ranked separately: 1. WHPP development projects, and 2. wellhead protection implementation projects. The evaluation committee will develop a ranked list for each project category, with the highest scoring project at the top. Placement on the list does not guarantee that a project will receive funding during this funding cycle. These lists will remain in effect until the next RFP is released in approximately one year. Water systems or entities that submitted proposals in the past but did not receive funding may change the date on their proposals and resubmit for this funding cycle.

A letter shall be sent to any respondent whose proposal ranked high enough on the list to receive funding. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure unless and until an agreement is reached. If contract negotiations cannot be concluded successfully with the top ranked proposals, the State may negotiate a contract with the next highest scoring respondent.

Any appeal of award decisions must be submitted in strict accordance with Nevada Revised Statutes NRS 333.370.

7. Cost

7.1 A budget for the project must be submitted with each proposal. Costs for project activities must be reasonable. No local matching of contract funds is required.

7.2 See Attachment B for an example budget. Each project may or may not contain all of the expenditure categories listed in the example. List only those categories relevant to the proposed project's budget. There must be two sections to the budget, a Budget Summary and a Budget Detail. The total costs of the project, broken down into categories, must be listed under the Budget Summary. A breakdown of the budget, detailed for each category must be listed under the Budget Detail. Provide as much detail as possible.

7.3 Salaries

Total salary expenses must be included in the Budget Summary. In the Budget Detail under Salaries, list the position title and base salary rate for individuals who will work on the project. Base salary rates (excluding fringe benefits and/or indirect costs) shall not exceed a federal GS-18 rate (\$60.22 per hour).

7.4 Fringe Benefits

Total fringe benefits must be included in the Budget Summary. In the Budget Detail under Fringe Benefits, list the percentage of the base salary rate used to calculate the fringe benefits. Fringe benefits are things such as health insurance, retirement and medical benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each individual.

7.5 Administrative Costs

Total administrative costs must be included in the Budget Summary. Administrative costs are the costs of running the organization so that the project can be completed and may include telephones, rent, utilities for support staff, and postage. These costs must be itemized in the Budget Detail. Indirect cost (IDC) charges are available only to entities that have a negotiated IDC rate with their cognizant agency.

7.6 Travel

Total Travel costs must be included in the Budget Summary. Travel costs include transportation, per diem, and lodging and must be billed at State authorized rates as follows.

Vehicle Mileage: 36.5 cents per mile

In-State Per Diem: \$26.00 (\$5.50 breakfast, \$6.50 lunch, \$14.00 dinner)

In-State Lodging: \$50.00 per night Sun.-Thurs.; \$82.00 per night Fri.-Sat.

7.7 Operating

Total Operating costs must be included in the Budget Summary. All operating costs must be

itemized in the Budget Detail and may include costs for copying, printing, and supplies. Supplies and materials (consumables) must be itemized under a subcategory of Operating and may include things such as film, envelopes, signs and maps.

7.8 Equipment

Total equipment costs must be included in the Budget Summary. Specific equipment costs must be itemized in the Budget Detail. With appropriate justification, this cost category is for the purchase of tangible equipment (e.g. physical ground water models, GPS units, and computer equipment). Equipment items must have an anticipated useful life extending beyond one year; must not be attached permanently as a non-movable fixture; and must cost \$100 or more.

7.9 Subcontracts

Total subcontract costs must be included in the Budget Summary. Subcontracts also must be itemized in the Budget Detail. Any subcontract must conform to the terms and conditions of the original contract with the NDEP. A separate contract budget must be submitted for each subcontract when the subcontract is executed. Each subcontract budget must be submitted in the format shown in Attachment B.

Financial Assistance for Local Wellhead Protection

Proposal Cover Page

Date:

Agency or Organization:

Contact Person:

Phone Number:

Fax Number:

Mailing Address:

Project Title:

Total Cost:

Attachment B Example Budget

Contract Budget

Budget Summary

Category	Cost
Salaries	\$4,500.00
Fringe Benefits	1,125.00
Administrative Costs *	281.25
Travel	100.00
Operating	1,500.00
Equipment	400.00
Subcontract ** (Typically with a consulting firm)	12,000.00
Total	\$19,906.25

* *Indirect cost accepted only for agencies with negotiated rate.*

** *The contractor will ensure that the maximum salary rate (exclusive of fringe benefits and indirect costs) for any subcontractor does not exceed \$60.22 per hour.*

Budget Detail

Salaries **Hourly Rate**

Manager	\$25.00
Foreman	15.00
Administrative Assistant	12.00

Fringe Benefits

25% of Salaries *NOTE: May not exceed 35% of Hourly Rate*

Administrative Costs

5% of Salaries plus Fringe
(Postage, Telephones and Rent)

NOTE: May not exceed 23% of Salaries plus Fringe Benefits. Indirect cost accepted only for agencies with negotiated rate.

Travel **Rate**

Per-Diem	\$76.00/day (State approved rate)
Vehicle Mileage	\$0.365/mile (State approved rate)
Airfare	Actual cost

NOTE: May not exceed the State approved rates.

Operating **Rate**

Copying (In-house)	\$0.05/copy
Printing (Outside)	Actual cost
Supplies/Materials	Actual cost
Wellhead Protection Area Signs	\$500.00

Equipment **Cost**

Physical Ground Water Model \$425.00

NOTE: All equipment purchases must be approved by NDEP in writing in advance unless specifically listed in contract budget.

Subcontract**Cost**

Subcontract for the delineation of Wellhead Protection Areas	\$12,000.00 *
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NOTE: Any subcontract must conform to the terms and conditions of the original contract with the Division. A contract budget in this format must be submitted for each subcontract.

**** Includes cost of aquifer test, wellhead protection area delineation, appropriate maps, and approved final report writing. May also include preparing and submitting invoices to NDEP.***